



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## IRELAND (REPUBLIC OF) TOURIST STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Visa form completed online, printed and signed.
  - You will find one in our downloadable pack.
  - First you must create an account online on the Italian Visa centre website, then proceed to complete the visa form. [Start here](#)
- Passport
  - If the signature page is not on the bio page then supply a photocopy of the signature page is also required.
  - Must have two blank pages adjacent.
  - Extended passports older than 10 years are not acceptable.
  - If you hold other passports, or held previous passports, you must also submit them with your application.
  - Also include 1 copy of the Bio page(s) with the photo and signature.
  - Must be valid 6 Months beyond the return date from Ireland.
- UK Residence Permit
  - Must be valid 3 Months beyond the return date from Ireland.
  - If it is in the passport also supply a photocopy.
  - If it is a BRP card then supply the original plus a photocopy of both sides.
  - C type visitor visa is not acceptable.
- Photograph
  - Supply Two recent Passport sized photo of photo booth quality on a white or off white background.
  - Must be in colour, 3.5 x 4 cm (approx. 1.2 x 1.6 inch).
- Proof of Employment:
  - Employers or Schools Letter. No older than 30 days.
  - Must have an original HR stamp and signature from the HR department.
  - Specify details of employment or course of study, and confirm that you will be returning there after your trip to Ireland.
  - If Self-employed:
    - Last 3 month Company account Bank statements.
    - Either the last Tax return form or an original Self-employment letter, no older than 30 days, addresses to the Embassy and obtained from:
      - A letter from the Applicants Accountant where the accountant is not a part of the company.
      - Alternatively, a letter from your Solicitor. When the company has been registered by a solicitor.
    - Certificate of Incorporation. Applicants name must be on it. If not then additional proof must be supplied.
  - If Unemployed:
    - Recent original letter, not older than 30 days, obtained from local Jobcentre or Pension service.
- Proof of Funds:
  - Last 3 months bank statements. Must have address on, be original, or be stamped by a branch of your bank.
  - UK Bank statement, up to date (not older than 30 days), covering 90 days of transactions and showing applicants name and the account in which the salary goes into it.
  - It must have enough to cover £40 per day in the Schengen area.

## **IRELAND (REPUBLIC OF) TOURIST STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- If the applicant is being sponsored (only immediate family members can sponsor) :
- An original signed letter stating they are undertaking to support you during your trip to Ireland.
- Supply proof of relationship (marriage/birth certificate, original and a copy). Any documents not in English or Italian must be translated by a certified translator.
- Supply the Sponsors Bank statements copies from the last 3 month, as stated above
- In case of minors proof of funds from one parent is required.
- Purpose of Travel:
  - A signed letter giving full details of the reasons for your visit to Ireland (holiday, visiting friends/family etc).
- Proof of Accommodation:
  - If you are staying in a Hotel etc you must provide a copy of confirmation of reservation, including the address, your name and the exact dates of your stay.
- Travel insurance (all-risk medical travel insurance):
  - Clearly showing the applicant's name
  - Covering the entire period of intended stay
  - Valid for all Schengen States
  - The main destination must be Italy (if mentioned)
  - Covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay (The words Urgent/Emergency Medical attention/treatment & Repatriation MUST be on the policy).
  - Minimum coverage EUR 30 000. (clause to be stated on the medical insurance)
  - Applicants insured through a bank, must obtain a bank letter confirmation as bank statements alone are not sufficient; it has to be recent (not older than 30 days from the date of the application).
- Field trip/ study/ research purposes (additionally):
  - Original letter (not older than 30 days from the date of application) signed university/ college/ school letter, which is addressed to the Mission; mentioning the applicant's name, the inviting university (it has to be an Italian national institution), the reason for the trip, the dates and the name and surname of the professor accompanying the students. Official invitation from an Italian institution (it has to be an Italian national institution). Original (not older than 30 days from the date of application) signed university invitation, which is addressed to the Mission; mentioning the invited university/ college/ applicant's name and surname, the reason for the trip and the duration of stay in Italy. When travel tickets and/ or accommodation is paid or provided by the school/ college/ university, it has to be mentioned either in the UK university letter, or in the invitation letter of the Italian institution.
  - Also supply a copy of the letter.
- Supply originals of all requested documents, plus 1 photocopy.
- Minors:
  - Minors are applicants who have not reached the age of 18 years.
  - Minors must supply their full Original Birth certificate. It must show both parents name.
  - Also, supply a copy of the Birth certificate.
  - Children under 18 years must be accompanied by both parents. If not possible contact Regent Visas.
  - A letter from the child's school confirming current attendance OR a letter from a GP confirming the registration of the child.
  - The written consent of both parents for the child to travel to Ireland OR original legal documentation showing the sole-guardianship and a photocopy of this document.
  - Original photo ID for both parents, as named on the Child's Birth certificate, which includes signatures and a photocopy of these documents.
- For students: Recent (not older than 30 days from the date of application) letter from school/ college/ university with original signature confirming attendance.
- Purpose of Travel:

- A typed and signed letter from the applicant giving full details of the reason for your visit to Ireland (holiday, visiting family/friends etc).
- Appointment confirmation email:
  - Print out and include this with your documents.
- Friends or Family in Ireland:

## **IRELAND (REPUBLIC OF) TOURIST STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- An original recent letter signed invitation by your reference in Ireland, include their address.
- A copy of your reference's passport bio-page and signature
- A copy of your reference's current Irish residence permission (IRP or GNIB card and immigration stamps if your reference is a non-EEA national.
- Details of how you are known or related to your reference and, if required, supporting evidence of this.
- Letter of Authorisation from the applicant giving permission for Regent Visas to process the visa on the applicants behalf, including submitting and collecting the passport.
- Regent Visas Order form:
  - You will find one in our downloadable pack.
- Important Information:
  - The applicant must be present at least 20 minutes before the scheduled appointment .
  - An appointment has to be booked to lodge the application. Applicants will lodge the documents and have a finger print scan.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Ireland (Republic of) Tourist"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE